



## Staff Expenses Policy

Revised:	September 2019
Reviewed and ratified by Full Academy Trust	
Date:	__/__/____
Signed:	
Name:	
Position	
Date of next review:	September 2020

All staff employed by Synaptic Trust may claim reimbursement in respect of actual expenditure incurred by them arising from attending meetings, training and conferences and purchases made on behalf of their academy if previously agreed by your line manager. Claims must be made within 60 days of the cost being incurred and will be repaid via the payroll.

### **Travel Expenses**

Staff are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a viable option due to a disability or the need to take equipment or passengers. All staff are encouraged to undertake car-sharing where possible and when travelling to the same venue. **When using their own vehicle in the course of their employment, staff must ensure that their car insurance policy covers business use.** They must also ensure that the car is safe and legal to drive.

Staff must obtain their Principal's agreement in advance for any journeys to be undertaken for which a claim will be made (for Central Synaptic Trust staff authorisation should be obtained from the ICEO or Chair of Directors). Individuals are free to determine the method of travel which they choose to use but should do so in the knowledge of the basis which will be used for calculation of reimbursement.

- Rail fares: the actual cost incurred for standard return second class tickets will be reimbursed. Staff should seek the lowest fare available for the journey and the time of day. Wherever feasible, advance booking should be used to secure the cheapest fare. However, line / business managers should not unreasonably withhold full reimbursement when it has not been possible to book in advance. Used tickets or a receipt should be retained.
- Bus and underground fares: expenses can be claimed as incurred. Staff should provide a printout of any Oyster/Credit card bill to show the journeys made.
- Where travel by public transport is impractical, the rate of reimbursement for car mileage will be at a fixed rate as determined by the current Inland Revenue rate, currently 45p per mile. Mileage will be calculated according to the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from the place of work).
- Reasonable car parking expenses will be reimbursed on production of a receipt.

### **Other Expenses**

A member of staff attending a meeting, training conference, or another school, which involves a need for overnight accommodation may be entitled to be reimbursed for reasonable costs incurred for accommodation. If the Trust is to cover the cost of accommodation, this has to be agreed by the Governing Body before any cost is incurred. (For Central Synaptic Trust staff, expenditure is approved by the ICEO. For the Chief Executive Officer approval is from the Chair of Directors.)

The recommended accommodation should be equivalent to a three-star standard or less and should be no greater than £120 per night in a major city and £100 elsewhere. (Where it is not possible to obtain accommodation within the outlined limits, the ICEO is authorised to make exceptions based on the needs of the Trust.)

The reasons for agreeing to pay for accommodation costs should be detailed on the form: 'Agreement to pay Accommodation costs' (see Appendix A) before being signed off by a governor/director. Once the costs have been sanctioned, and before they are actually incurred, the appropriate purchase order needs to be raised so that the cost can be allocated within the budget.

In making a decision, the Governing Body/Director/ICEO will consider the following points:

- Is it necessary to attend the event at this venue?

Is there a clear benefit to the Academy/Trust by having the member of staff attending the event and does it fall within the priorities identified within the School Improvement Plan? (if the benefit in attending is solely for the member of staff's own personal development then reimbursement cannot be considered)

- How long is the travelling time to and from the venue using the fastest mode of transport? If the journey time is not considerable, then payment of overnight accommodation will not be considered. If, however, attendance at the venue is required for several consecutive days, but the journey time criteria is not met, consideration should be given for paying for overnight accommodation, if this would be more cost effective than paying for daily travelling costs.
- Does this expenditure represent good value for money and is it affordable?

Where overnight accommodation has been agreed, a member of staff is also eligible to claim for meals as follows:

- For breakfast and lunch, up to £15 for each meal can be claimed.
- For dinner, cost up to £25 can be claimed

The costs claimed for meals is inclusive of non-alcoholic drinks.

### **Miscellaneous Expenses**

- The Trust provides mobile phones where a specific operational need arises. It is the policy that no private use is made of such mobile phones except in emergencies. Staff members will be required to reimburse the Academy for the costs of any non-emergency private calls.
- The Trust will not reimburse staff for the use of private mobile phones but will meet the cost of business calls made on private phones subject to evidence of the calls being provided with the staff claim form.
- Purchases made on behalf of an Academy (e.g. perishable items for cookery and for the Teaching School) must be approved by the budget holder prior to purchase.

If prior approval has not been obtained from the budget holder the Trust reserves the right not to reimburse the cost.

- If, when using the Academy minibus, a member of staff incurs a penalty charge notice the cost will not be reimbursed by the Trust. This will also be the case if the minibus is being used for business purposes, unless there are extenuating circumstances.

### **How to Claim**

1. Claims must be made within 60 days of them being incurred.
2. A staff claim form (see Appendix B) has to be completed for each claim and a valid receipt attached (except for mileage claims). Without a receipt the reimbursement cannot be processed.
3. In the case of claims for accommodation cost, the form 'agreement to pay accommodation costs', signed by a governor, also needs to be attached to the staff claim form.
4. The staff claim form will need to be signed by the claimant and by the appropriate budget holder as confirmation that payment can be made.
5. The completed staff claim form needs to be handed to the Business Manager/Assistant Business Manager in order that reimbursement can be made.



**Appendix A**

AGREEMENT TO PAY ACCOMMODATION COSTS

*Section 1 (to be completed by applicant)*

Name of applicant	
Details of course/conference etc. attending	
Benefits to Academy/Trust as a result of attending course/conference etc.	
Date(s) of course/conference etc.	
Name and address of venue	
Estimated travelling time to venue (less travelling time to work)	
Name and address of Accommodation	
Cost of accommodation	

*Section 2 (to be completed by Governing Body/Board of Trustees)*

<b>Reasons for sanctioning payment</b>	
<u>Signed by: Name</u>	<u>Signature</u>
Date	

Appendix B

# Staff Claim Form

Date:

Name:

Budget:

<i>Description of Costs</i>	<b>Amount</b>

- ***To be used to obtain reimbursement of expenditure incurred after purchase of essential classroom / curriculum items and other staff expenses. The items claimed for must have been authorised by the team leader before the purchase was made or the expense incurred.***
- ***This form will need to be signed by the claimant and either the relevant budget holder or the phase leader, if 'classroom resources budget' is being used.***
- ***Please note that a receipt is required in order to obtain a refund.***

**I confirm that this claim relates to: costs incurred in attending an agreed training/meeting/conference event and/or the cost of agreed purchases made on behalf of the Academy/Trust.**

Signed by claimant:

Date:

**I sanction payment of this claim**

Signed by Budget holder/leader \_\_\_\_\_ Date \_\_\_\_\_